

➤➤ *Appendix D*

Process Change Request:

Blank Form and Example

PROCESS CHANGE REQUEST	
Team Leader: _____ Date: _____ Change Request No. ____	
Current Process: 	
Current Value Of Performance Measure:	How Determined?
Proposed Change: 	
Improvements expected as a result of the proposed change: 	
New Expected Value of Performance Measure:	How Determined?
<div> <div> Approved Rejected <small>(circle one)</small> </div> <div> Comments: </div> </div> <div> Process Owner _____ Date _____ </div>	

Example

PROCESS CHANGE REQUEST		
Team Leader: Spencer Hill	Date: 5/10/94	Change Request No. 3
Current Process: There is currently no single standard process or method for obtaining requester evaluation of proposals related to fixed price procurements exceeding the small procurement threshold. A variety of methods are used at the discretion of individual buyers. Some of them are not consistent with good procurement practices. Some require considerable manual effort both by the buyer and the requester. The wide variety requires a requester who deals with many different buyers to use several different methods for accomplishing the same task.		
Current Value Of Performance Measure: 4 days per evaluation (median average)	How Determined? Observation of current process.	
Proposed Change: Standardize the method and forms used for obtaining requester evaluation of proposals related to fixed price procurements exceeding the small procurement threshold. Provide procurement personnel with a procedure and training on how to use the procedure to accomplish requester evaluations in a standard way. Eliminate use of the various current methods and forms.		
<p>The details of the basis for the proposed change is documented in attachments:</p> <ol style="list-style-type: none"> 1. Summary of test results 2. Quality Storybook 3. Proposed procedure and forms 4. Implementation approach 		
Improvements expected as a result of the proposed change: Decrease in the median average time required to turn around requester evaluations by 50%. The expected 2 day median savings in the procurement cycle is 14% of the current measured median procurement cycle time (for this type of procurement) of 14 days. Greater ease for requesters (customers) in documenting their evaluations - decrease in manual effort expended. Improved standardization and quality of the documentation in procurement files.		
<p>Comments collected from requesters in conjunction with the test we performed indicate that the proposed change is an improvement over the status quo. 82% said it was an improvement and the rest indicated it was no change or they had no opinion. Requesters indicate that the proposed form is easy to use.</p> <p>Of the buyers who participated in the test who provided feedback, 100% indicated that the proposed change would be an improvement and that they would like to see it made the standard method for this task.</p>		
New Expected Value of Performance Measure: 2 days/evaluation (median average)	How Determined? Observation taken during a test of the new forms and procedure.	
<div style="display: flex; justify-content: space-between;"> <div style="width: 40%;"> Approved Rejected <small>(circle one)</small> </div> <div style="width: 60%;"> Comments: </div> </div>		
Process Owner <u>W. Barr</u> Date <u>5/27/94</u>		